

Washington County

Job Description



Title:	Licensed Clinical Social Worker - PT		
Division:	Court Support Services	Effective Date:	08/17
Department:	County Attorney	Last Revised:	03/18
Career Service:	Exempt (Grant Funded)	FLSA:	PT

GENERAL PURPOSE

Under the general direction of the County Attorney's Office, conducts evidenced based mental health and substance use evaluations to adults that participate in the Washington County Court Support Service Program at the primary facility or elsewhere as needed. Prepares individual assessment report, and a case action plan including an accredited treatment/supervision recommendation. Testifies in court as required.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney and the specific supervision of the Court Support Services Program Manager.

SUPERVISION EXERCISED

Supervision is exercised with daily oversight including an annual performance review.

ESSENTIAL FUNCTIONS

Administers evidenced based mental health and substance use evaluations, specifically Biopsychosocial and ASAM assessments to adult participants according to protocol, including extended interview protocol when necessary. Identifies and assesses issues relating to language, cognitive ability, and emotional state of interviewees.

Works with the Washington County Fifth District Court, Washington County Attorney's, Defense Attorney's, law enforcement agencies in Washington County, public/ private certified treatment providers, and community supervision.

Assists with scheduling/coordinating the dates/times of the evidence based assessments at the primary facility or off site location when necessary.

Adheres to the federal HIPAA law pertaining to release of confidential information to all third party communication without written consent. Adheres to guidelines set forth by the Department of Human Services (DHS), specifically Department of Substance Abuse and Mental Health (DSAMH) concerning program policies.

Gathers and reviews all pertinent information prior to the interview which may include medical information, criminal record or court related documents, treatment records, collateral information such as background information from parents/caregivers, law enforcement, DCFS (if applicable). Meets with parents/caregivers, law enforcement investigators prior to and following the interview as needed to discuss the case.

Writes clear and concise reports as required. Ensures reports and other documents are delivered to courts and other parties in a timely manner and in a format approved by the Washington County Attorney's Office.

Makes recommendations regarding the participants risk and needs level accompanied with a recommended treatment/supervision case action plan, and the participants ability to complete the case resolution agreement by taking legal guidelines into account and using information gathered during interviews, through collateral contacts, and by reviewing assessment results.

Provides courtroom testimony on assessment with associated findings, including collateral information as an expert witness if needed.

Creates, maintains, and submits various records and documents to ensure accurate data collection for statistical reports and other purposes, specifically Court Support Service Case Management System.

Participates on CSS Advisory Committee which members consist of law enforcement agencies, community supervision (AP&P, private probation programs), certified treatment providers (public, private), and community resource programs in efforts to coordinate care, maintain a fluid system, and extend support if applicable.

Participates in the team staff meetings for program compliance, program revisions, and identification of challenges.

Provides direct support to effectively work as a team with suggestive solutions for any challenges. Establishes and maintains teamwork and collaboration with the Court Support Service program as well as partnering agencies.

Participates in quarterly employee reviews. Is available for consultation to other jurisdictions as needed. Provides evidence based practices including assessments interview related training to other entities and statewide as needed.

Maintain professional clinical licensure, certification, and skills in the field licensed clinical social work. Participates in continue education which includes: Best practices for documentation program software and integration, evidence based interview techniques and assessments, maintains expertise on current trends, research, and developments in the field of behavioral health assessments, trauma, abuse, Criminogenic behavior and other pertinent topics.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a Masters degree in social work, science, criminal justice or a related field preferred.
- B. Five (5) years of work related work experience preferred.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of: Evidenced based assessment, behavioral health practice methods and techniques; Criminogenic risk factors and treatment modes; principles and practices of social assessment; assessment of trauma, language and cognitive ability; criminal justice system; laws, ordinances, and policies relevant to work performed.

Skill in: Crisis intervention techniques; clinical documentation, evidenced based interviewing techniques; basic computer programs, word processing and document composition.

Ability to: Conduct clinical evidence based behavioral health evaluations of adults that are within the criminal justice system, as well as family members and various individuals that pertain to the way of living current/history; identify participants with physical and mental disabilities; identify and assess symptoms of trauma; communicate effectively verbally and in writing; maintain files, records, and reports; coordinate multiple tasks efficiently.

Bilingual English/Spanish desirable.

3. Special Requirements:

Must possess a valid License of Clinical Social Work in the state of Utah

Must possess a valid Utah Driver's License; and

Must successfully pass a full background check.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing, seeing and common eye-hand-finger dexterity. Mental application requires memory for details and verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel throughout Washington County and periodic travel outside of Washington County required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)